



General Counsel

About the Education Achievement Authority: The Education Achievement Authority is a new statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan.

JOB TITLE: General Counsel

REPORTS TO: Assistant Chancellor, Human Capital, Equity and Accountability

SUMMARY of POSITION:

The General Counsel provides sound legal advice to the Chancellor, Cabinet Staff, Principals, and other district employees. The General Counsel shall advise administrators of various options in addressing particular issues and should describe the potential adverse consequences of various decisions. The General Counsel shall provide effective representation to the school district in administrative hearings, arbitration cases and litigation.

PRIMARY DUTIES AND RESPONSIBILITIES:

The successful candidate should be able to:

- Provide sound legal advice to the Chancellor and such other employees of the district as directed by the Chancellor.
- Inform administrators of new laws and regulations and their effect on district operations, policies, and procedures.
- Monitor and resolve disputes which may lead to litigation;
- Provide representation to the school district in administrative hearings, arbitration cases and litigation matters.
- Represent the EAA in various transactions, litigation and settlements and other related issues
- Assign outside counsel with the approval of the Chancellor to handle litigation matters.
- Represent the EAA in all administrative hearings and arbitrations
- Monitor and review the work performed by outside counsel

- Coordinate the processing of tort claims with the district's insurance agent.
- Coordinate discovery requests made by outside counsel assigned to handle legal matters covered by the district's insurance policies
- Provide counsel and advice concerning compliance with federal and state statutes and regulations affecting public education
- Negotiate, draft, and review contracts
- Review and draft legal documents necessary for the district's operations.
- Attend Board meetings and provide legal advice to Board members on agenda items.
- Attend meetings with governmental agencies, parent groups, and the Advisory Board as requested by the Chancellor.
- Serve on committees at the direction of the Chancellor.
- Assume other duties and responsibilities incidental to the office or as assigned by the Chancellor or designee.
- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- Protect confidentiality of records and information in possession of counsel about staff, and use discretion when sharing any such information within legal confines which is limited to records or information under control of counsel.

EDUCATION AND OTHER REQUIREMENTS:

The General Counsel shall:

1. Hold a law degree from an accredited college or university.
2. Have gained admission to the Michigan Bar.
3. Have experience in the practice of educational law.
4. Hold and maintain a valid driver's license with no serious violations.
5. Demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Provide proof of U. S. citizenship or legal resident alien status by completing Federal

Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3- 4A.4.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Chancellor may find appropriate and acceptable.

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| FILING DEADLINE: | Posted until filled |
| SALARY: | Commensurate with experience. |
| LENGTH OF WORK YEAR: | Twelve (12) Months |
| EFFECTIVE DATE: | Immediately |

METHOD OF APPLICATION: All interested candidates should submit a letter of application and current resume to:

Dr. H. MiUndrae Prince
Assistant Chancellor, Human Capital, Equity and Accountability
Education Achievement Authority of Michigan
3022 West Grand Boulevard, Suite 14-652
Detroit, Michigan 48202

By E-mail to mprince@eaaofmichigan.org

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